

University of Nevada, Reno

Extended Studies



April-August 2015 Course Calendar

**Make a splash
with these
career-building
classes!**

- Social Media and Digital Marketing
- Project Management
- Computer Skills
- Graphics
- HR or Supervisory Management
- Mediation...and much more!





The following courses may be taken independently and require no formal admission to the University. For a full

class schedule, registration and more information about Extended Studies courses and programs, visit www.extendedstudies.unr.edu or call (775) 784-4062 or 1-800-233-8928.

Take courses individually, or build a management certificate within these areas of study with:

- Five **Human Resources Management** or **Supervisory Management** core courses and five **Certificate Electives** to earn a 10-course Custom Certificate.
- Four **Project Management Essentials** courses to earn the 54-hour Project Management Essentials certificate.
- Four **Social Media and Digital Marketing** courses to earn the certificate.
- Four select courses to earn one of two **Graphics Professional Certificates**.
- 90 hours of coursework to earn the **Gaming Management Certificate**.
- Or complete a full certificate in one of our multiple-session **Certificate Programs** in **Nonprofit Management, Mediation and Conflict Resolution, Paralegal Studies, PMP/CAPM Exam Preparation** or the **PHR/SPHR Study Program**.

“I really enjoyed the course. I learned a lot about myself and how to improve my communication skills. It was time well invested.”

—Claudia M. Biales, *Social Entrepreneurs, Inc.*

“This course was informative and has already proven itself useful in my daily work. I would highly recommend it for any business professional from entry-level to CEO.”

—Mackenzie Parrett, *Bally Technologies*

APRIL 2015

Microsoft Access® Intermediate

April 2 and 9, 2015; Thurs., 8:30 a.m.-3:30 p.m.
Sched. #: 2152TECH311 / \$250 / Instr.: Walsh

Advanced Composite Manufacturing 1

April 6-10, 2015; Mon.-Thurs., 8:30 a.m.-5 p.m.; Fri., 8:30 a.m.-2 p.m. / Sched. #: 2152MFG1014 / \$2,295

ONLINE! Gaming Operations Executive Overview

April 12-May 9, 2015; online schedule TBA
Sched. #: 2152GM751 / \$795

Workplace Spanish: Communicating Effectively with Hispanic Employees*

April 13-May 18, 2015; Mon., 3:30-5:30 p.m. (6 sessions) / Sched. #: 2152CX238 / \$325 / Instr.: Schaeerer

Beginning Mediation and Conflict Resolution Certificate*

April 14-18, 2015; Tues.-Sat., 8 a.m.-5 p.m.
Sched. #: 2152CMCR101 / \$1,050 by March 13; \$1,250 after March 13 / Instr.: Wahl

Conducting Successful Interviews*

April 14, 2015; Tues., 9 a.m.-4 p.m.
Sched. #: 2152CX106 / \$195 / Instr.: Jensen

Microsoft Excel® Intermediate

April 14, 2015; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2152TECH3022 / \$125 / Instr.: Adams

Video for Social Media: Viral Marketing with Video

April 14-15, 2015; Tues.-Wed., 6-9 p.m.
Sched. #: 2152LEAD123 / \$199 by March 24; \$249 after March 24 / Instr.: Hatjakes

NEW! Ruby on Rails Fundamentals

April 14-30, 2015; Tues. and Thurs., 6-9 p.m. (6 sessions) / Sched. #: 2152TECH602 / \$495
Instrs.: Morrison and Cohen

Microsoft Word® Advanced

April 15, 2015; Wed., 8:30 a.m.-3:30 p.m.
Sched. #: 2152TECH306 / \$125 / Instr.: Adams

NEW! PMP/CAPM Credential Exam Preparation

April 15-25, 2015; Wed., 6-9 p.m., and Sat., 9 a.m.-4 p.m. (4 sessions)
Sched. #: 2152CPML300 / \$995 by March 23; \$1,150 after March 23 / Instr.: Ball

Performance Management*

April 16-17, 2015; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2152CSM104 / \$325 / Instr.: Sanders

APRIL 2015

ONLINE! After Effects®

April 21-May 19, 2015 (4 online modules)
Sched. #: 2152TECH998 / \$299 by April 1; \$349 after April 1 / Instr.: Welch

Digital Analytics: Measuring Your Online Efforts (Expanded; formerly Inbound Marketing Analytics and Metrics)

April 21-23, 2015; Tues.-Thurs., 6-9 p.m.
Sched. #: 2152LEAD116 / \$299 by March 31; \$399 after March 31 / Instr.: Hallert

ONLINE! InDesign®

April 21-May 19, 2015 (4 online modules)
Sched. #: 2152TECH995 / \$299 by April 1; \$349 after April 1 / Instr.: Welch

Planning and Implementing Employee Events and Recognition Programs*

April 21, 2015; Tues., 9 a.m.-4 p.m.
Sched. #: 2152CX212 / \$195 / Instr.: McNamara

Compensation and Benefits*

April 24, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2152CHR104 / \$195 / Instr.: Wheeler

Microsoft Excel® Advanced

April 28, 2015; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2152TECH303 / \$125 / Instr.: Adams

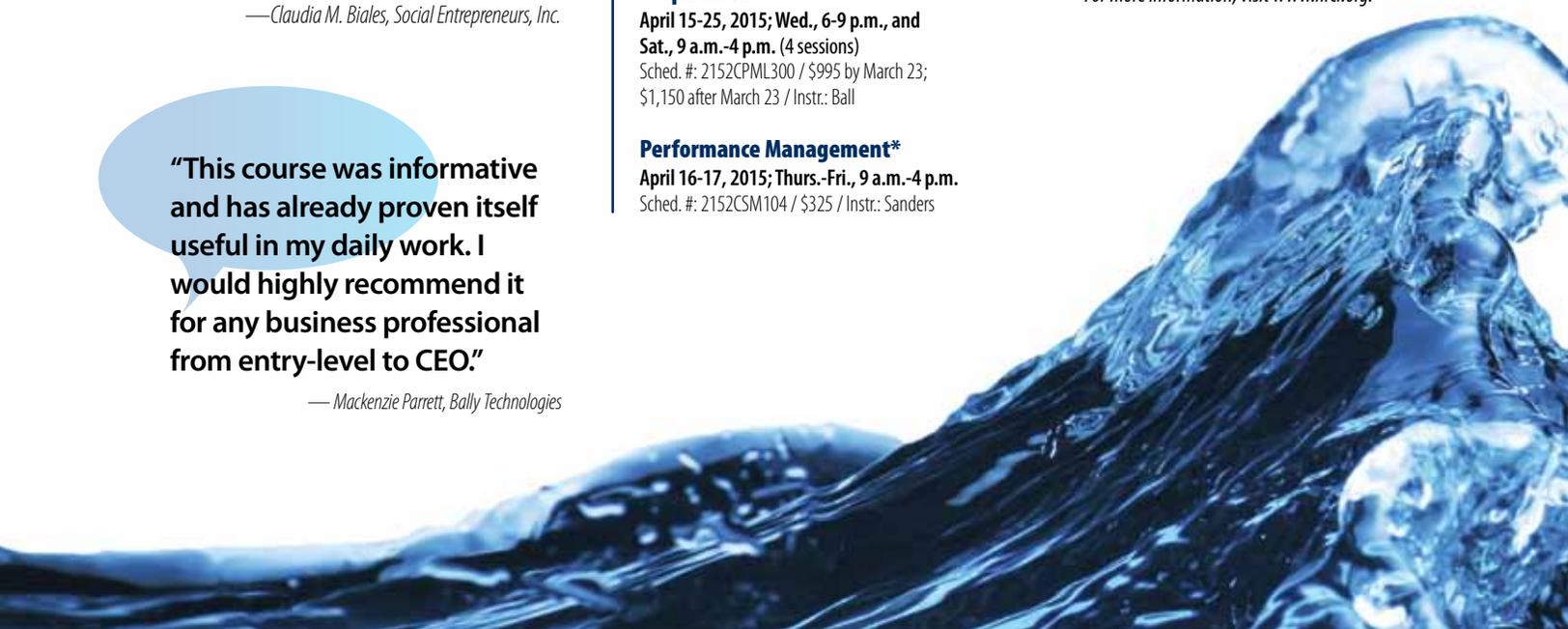
Project Management: Beyond the Basics

April 28-May 7, 2015; Tues.-Thurs., 5:30-8:30 p.m. (6 sessions) / Sched. #: 2152CPML107
\$585 by April 7; \$695 after April 7 / Instrs.: Ball and Bausell

Public Sector Human Resources*

April 29, 2015; Wed., 9 a.m.-4 p.m.
Sched. #: 2152CPM105 / \$195 / Instr.: Morin

* Courses marked with asterisks have been approved or submitted for approval for HR or business recertification credit hours toward PHR, SPHR or GPHR recertification through the HR Certification Institute (HRCI). Use of the HRCI seal is not an endorsement by HRCI of program quality. For more information, visit www.hrci.org.



MAY 2015

Advanced Composite Manufacturing 1

May 4-8, 2015; Mon.-Thurs, 8:30 a.m.-5 p.m.;
Fri., 8:30 a.m.-2 p.m. / Sched. #: 2152MFG1015 / \$2,295

Advanced Topics: Growing Your Brand Through Social Media

May 5-7, 2015; Tues.-Thurs., 6-9 p.m.
Sched. #: 2152LEAD135 / \$299 by April 22;
\$399 after April 22 / Instrs.: Hallert and Vancouver

Title 31 Currency Transaction Reporting: Implementation and Compliance

May 5, 2015; Tues., 9 a.m.-5 p.m. (Las Vegas)
Sched. #: 2152GMS11 / \$475 / Instr.: Valencia

Managing Cage Operations

May 6, 2015; Wed., 9 a.m.-5 p.m. (Las Vegas)
Sched. #: 2152GMS03 / \$475 / Instr.: Valencia

Strategies for Understanding Financial Statements*

May 8, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2152CSM105 / \$195 / Instr.: Kalt

Advanced Composite Manufacturing 2

May 11-15, 2015; Mon.-Thurs., 8:30 a.m.-5 p.m.;
Fri., 8:30 a.m.-2 p.m. / Sched. #: 2152MFG1024 / \$2,295

Working with the Problem Employee*

May 12, 2015; Tues., 9 a.m.-4 p.m.
Sched. #: 2152CX128 / \$210 / Instr.: McNamara

Social Media Essentials: Building Effective Campaigns *(Expanded; formerly New and Social Media Marketing for Busy People)*

May 12-14, 2015; Tues.-Thurs., 6-9 p.m. (3 sessions)
Sched. #: 2152LEAD1033 / \$299 by April 24;
\$399 after April 24 / Instr.: Felts

Talking till You're Blue? How to Handle Difficult Conversations*

May 15, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2152CX228 / \$225 / Instr.: Harmon

Advanced Composite Manufacturing 3

May 18-22, 2015; Mon.-Thurs., 8:30 a.m.-5 p.m.;
Fri., 8:30 a.m.-2 p.m. / Sched. #: 2152MFG1032 / \$2,295

Employee Relations*

May 19, 2015; Tues., 9 a.m.-4 p.m.
Sched. #: 2152CHR1022 / \$195 / Instr.: McNamara

ONLINE! Beginning Photoshop®

May 19-June 16, 2015 (4 online modules)
Sched. #: 2152TECH9922 / \$299 by April 29;
\$349 after April 29 / Instr.: Welch

Effective Discipline and Documentation*

May 21, 2015; Thurs., 9 a.m.-4 p.m.
Sched. #: 2152CX111 / \$195 / Instr.: Jensen

ONLINE! Gaming Revenue Management

May 24-June 20, 2015; online schedule TBA
Sched. #: 2155GM752 / \$795

JUNE 2015

Watch our website for more 2015 courses and programs coming soon!
www.extendedstudies.unr.edu

Advanced Composite Manufacturing 1

June 1-5, 2015; Mon.-Thurs, 8:30 a.m.-5 p.m.;
Fri., 8:30 a.m.-2 p.m. / Sched. #: 2155MFG101 / \$2,295

Managing and Supervising People*

June 4-5, 2015; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2155CSM103 / \$325 / Instr.: Morin

Advanced Composite Manufacturing 2

June 8-12, 2015; Mon.-Thurs, 8:30 a.m.-5 p.m.;
Fri., 8:30 a.m.-2 p.m. / Sched. #: 2155MFG1021 / \$2,295

Employee Orientations: From Design to Implementation*

June 9, 2015; Tues., 9 a.m.-4 p.m.
Sched. #: 2155CX108 / \$195 / Instr.: Jensen

Microsoft Excel® Essentials

June 9, 2015; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2155TECH301 / \$125 / Instr.: Adams

Workplace Violence: Don't Be Blindsided*
(Formerly Strategies for Handling Workplace Violence)

June 12, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2155CX129 / \$195 / Instr.: Frenkel

Management of Table Games Operations

June 15-18, 2015; daily times vary (Las Vegas)
Sched. #: 2155GM201 / \$2,700

Project Management Essentials*

June 16-25, 2015; Tues.-Thurs., 5:30-8:30 p.m.
(6 sessions) / Sched. #: 2155CPML101
\$585 by May 26; \$695 after May 26 / Instr.: Ball

Understanding the Collective Bargaining Process*

June 19, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2155CX240 / \$195 / Instr.: Cottino

Microsoft Excel® Intermediate

June 23, 2015; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2155TECH302 / \$125 / Instr.: Adams

JULY 2015

Advanced Composite Manufacturing 1

July 6-10, 2015; Mon.-Thurs, 8:30 a.m.-5 p.m.;
Fri., 8:30 a.m.-2 p.m. / Sched. #: 2155MFG1012 / \$2,295

Advanced Composite Manufacturing 2

July 13-17, 2015; Mon.-Thurs, 8:30 a.m.-5 p.m.;
Fri., 8:30 a.m.-2 p.m. / Sched. #: 2155MFG1022 / \$2,295

Management of Slot Operations

July 13-16, 2015; daily times vary (Las Vegas)
Sched. #: 2155GM106 / \$2,700

Managing with MS Project®

July 14-16, 2015; Tues.-Thurs., 5:30-8:30 p.m.
Sched. #: 2155CPML202 / \$295 by June 23;
\$350 after June 23 / Instr.: Baryl

Advanced Composite Manufacturing 3

July 20-24, 2015; Mon.-Thurs, 8:30 a.m.-5 p.m.;
Fri., 8:30 a.m.-2 p.m. / Sched. #: 2155MFG103 / \$2,295

Microsoft Excel® Advanced

July 28, 2015; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2155TECH303 / \$125 / Instr.: Adams

AUGUST 2015

Advanced Composite Manufacturing 1

Aug. 3-7, 2015; Mon.-Thurs, 8:30 a.m.-5 p.m.;
Fri., 9 a.m.-2 p.m. / Sched. #: 2155MFG1013 / \$2,295

Performance-Based Surveillance Operations

Aug. 3-6, 2015; daily times vary (Las Vegas)
Sched. #: 2155GM324 / \$2,700

Advanced Composite Manufacturing 2

Aug. 10-14, 2015; Mon.-Thurs, 8:30 a.m.-5 p.m.;
Fri., 8:30 a.m.-2 p.m. / Sched. #: 2155MFG1023 / \$2,295



Register today! **Extended Studies**
at the University of Nevada, Reno

For details and registration, call (775) 784-4062 or visit
our website and search by course number or title:

www.extendedstudies.unr.edu

The University of Nevada, Reno is an Equal Opportunity/Affirmative Action, ADA institution. A portion of program fees may be used to pay hosting expenses. Produced by Extended Studies Marketing, 3/15.



Extended Studies
University of Nevada, Reno/0048
Reno, Nevada 89557-1048

Your needs. Our expertise.

At Extended Studies, **meeting the needs of northern Nevada is paramount**, and responsiveness to change is key to meeting those needs. That is why we are always evolving, with **new courses in development throughout the year** and **customized programs** designed in partnership with you, your business, or your organization. **Visit our website often and sign up to receive our e-newsletter to keep up-to-date on the latest developments at Extended Studies.**

Class locations

Most classes are held at the University of Nevada, Reno, Redfield Campus, 18600 Wedge Parkway, Reno, or at the University's Continuing Education Building, 1041 N. Virginia St. Contract courses and customized training can be held at the site of your choosing. For class locations, our most up-to-date schedule, course descriptions and registration, please visit our website.

Added value

The fee for many full-day noncredit professional development courses includes lunch and an opportunity to network with classmates while you dine. Parking is free at Redfield Campus without a permit; fees for courses held on the main University campus include permit parking. Additional parking information is included in confirmation letters sent prior to class.

\$AVE! Discounts available for many courses!

Call us for information about discounts available for multiple registrations from the same organization, and for individuals registering at the same time for all the required courses for one multiple-course certificate program in Project Management, Graphics, Human Resources Management or Supervisory Management. See course descriptions online or look inside for early-bird registration deadlines.

You have training needs. We have solutions.

Top-performing companies recognize that **employee training and development lead to measurable bottom-line success**. Extended Studies at the University of Nevada, Reno can deliver courses and programs at your site or ours — all designed with your budget, your goals and your business in mind. **Exceptional instructors and first-rate curriculum offer the fresh perspectives, competitive tools and best practices** that can enrich and strengthen even the finest employees, operations and bottom lines.

Let us work for you.

With courses and training from Extended Studies at the University of Nevada, Reno, you'll benefit from:

- Increased productivity and efficiency to help you tackle today's issues and tomorrow's challenges
- Cross training and professional development for retraining, reorganizing and retaining key employees
- Skill enhancement, practical, real-world business applications and up-to-the-minute information from experienced faculty and industry experts
- Opportunities to establish broad professional and industry-specific relationship networks

Contact us...

For more about partnering with us to meet your professional development needs, contact:

- **Jodi Herzik, MPA**, interim executive director, professional development programs, jodim@unr.edu or (775) 682-6420
- **Shera Alberti-Annunzio, M.Ed.**, assistant director, professional development and certificate programs, shera@unr.edu or (775) 784-1676
- **Amy Ginder, M.S.**, assistant director, management and leadership programs, aginder@unr.edu or (775) 784-4759
- **JoAnne Gipson**, operations manager, gaming management programs, jgipson@unr.edu or (775) 682-7558

Visit our website to learn more about courses and programs in subject areas including:

- Business Software
- **NEW!** Computer Programming
- Gaming Management
- Graphics
- Human Resources
- Manufacturing
- Mediation
- Nonprofit Management
- Online Executive MBA
- Paralegal Studies
- PHR/SPHR Study Program
- **TWO NEW PROGRAMS!** Project Management
- Social Media and Digital Marketing
- Supervisory Management, and more!



Visit our website

For information, visit www.extendedstudies.unr.edu or call (775) 784-4046 or 1-800-233-8928.